STAGE 2 ALTERNATIVE ANALYSIS SCORECARD

Overview: The following questions are used by the California
Department of Technology for the review and approval of the Stage 2
Alternative Analysis

DISCOVERY

1. User research was conducted and can be validated by attachments.

2. User research appears comprehensive and includes all identified stakeholder or user personas have been identified in Stage 1.

3. Existing business processes identify business roles, clear workflows, and sufficiently describe current business activities.

4. Logical architecture diagram can be clearly understood and it is clear how the technology meets the current business functions

5. Documentation clearly identifies all system components associated with the existing architecture including solution type (i.e. COTS, MOTS, Custom), runtime environment, interfaces, and network.

6. System interfaces are clearly identified.

7. The location of the existing system's data center is identified.

8. Data categorization table, identifies the data elements currently used and the security level for the data type.

9. Detailed technical documentation is provided and is sufficient corresponding to each checked box.

EXPLORATION

1. There is sufficient information to understand the types of internal/state/or other governmental systems were researched and evaluated as potential solutions.

2. Each potential solution explored identifies the type of solution.

3. Each potential solution provides an evaluation discussion of how this meets the business needs.

4. The lessons learned includes identification of additional requirements, procurement options, and resourcing information.

5. User stories or business requirements are attached.

6. User stories or business requirements cover requirements for each persona identified in Stage 1.

7. User stories or business requirements provide a "why" statement that ties the requirement to the business need.

8. User stories or business requirements are clearly written and measurable.

9. There are definitions for any programmatic jargon within the user stories or business requirements.

10. There are user stories or business requirements that include business and technical personas.

11. The user stories or business requirements are not biased towards a specific technical solution.

MARKET RESEARCH SUMMARY

1. Narrative identifies the types of research conducted.

2. Narrative identifies how the results of the market research affected the development of the requirements.

3. Narrative identifies how the results of the market research affected the recommended procurement methodology.

4. If applicable, the narrative summarizes the buy options explored.

5. Narrative identifies buy option procurement vehicles available.

6. Narrative demonstrates an alignment of the market research to the recommended alternative.

7. The Market Research template is attached.

8. Any RFIs are attached.

9. Any RFI results are attached.

10. Market research documentation demonstrates a parity of evaluation of the top three alternative solutions considered.

11. Market research documentation contains clear evaluation criterion.

12. Requests for Information documentation identifies business requirements that align to the user stories or business requirements attached in Exploration.

13. Results of Request for Information scoring criterion aligns to the criterion identified in Alternative Identification.

14. Results of the Request for Information are evaluated using the same criterion.

UPDATES REQUIRED

1. If updates made, User stories or business requirements are attached.

2. If updates made, User stories or business requirements cover requirements for each persona identified in Stage 1.

3. If updates made, User stories or business requirements provide a "why" statement that ties the requirement to the business need.

4. If updates made, User stories or business requirements are clearly written and measurable.

ALTERNATIVES IDENTIFIED

1. Each alternative is clearly identified and assigned a type.

2. The primary criterion narrative aligns to the individual criterion listed.

3. Each Alternative is assigned a solution approach.

4. The Gap percentage identified for each alternative is supported by the attached documentation in a way in which the gap percentage could be independently validated.

5. The Rough Order of Magnitude aligns to the FAWs.

6. Responses to Interfaces and Conversion align to the business requirements identified in Discovery and Exploration.

7. Procurement Options include the types of procurement vehicles available.

8. Risks and Constraints consider risks to Costs, Time, Requirements and Quality.

9. The rationale for selection is supported by the Market Research documentation and the comparison of the Alternatives.

10. Assumptions and Constraints take into consideration organization, financial, enterprise portfolio, resource, and scheduling factors.

11. Solution approach is identified and aligns to the recommended alternative description.

12. Cloud services leveraged or not leveraged aligns to the recommendation narrative and the market research documentation.

ROADMAP UPDATE

1. Dates are provided for Planning and Project Start and End Dates.

2. Start and end dates align to the dates provided in the project schedule.

3. Project schedule identifies at a minimum high level task areas, start and end dates, identifies milestones, and aligns to the resourcing identified in the Alternative Comparison matrix for the chosen alternative.

4. The data management strategy aligns to the business case, identifies governance practices, and identifies data management roles and responsibilities, including business representation and sponsorship.

5. The updated Roadmap, identifies milestones and aligns to the business needs, business objectives, business user stories/business requirements, and the characteristics of the recommended solution and approach.

6. The High Level Project Schedule aligns to the Working project schedule.

IMPLEMENTATION METHODOLOGY

1. Implementation narrative includes information regarding the resources to be used in the project, the implementation methodology being considered, and project management tools to be used.

2. Implementation narrative aligns with the type of solution, resources, and procurement strategy documented in the Recommended Alternative Information tab?

3. If Agile or Hybrid is chosen, a Readiness Assessment is attached.

4. The implementation strategy is appropriate for the type of solution.

5. The Readiness Assessment for Agile, identifies the vulnerable aspects of implementing Agile or a Hybrid approach and identifies the strategies the project will use to address the need.

PROFESSIONAL SERVICES AND ACQUISITIONS APPROACH

1. The professional services align to needs for the solution identified in the Alternative Comparison.

2. In evaluating the task areas for the project implementation, the professional services and state staff cover all relevant areas.

PROJECT MANAGEMENT AND ORGANIZATION READINESS

1. All project artifacts have a completion status.

2. All project artifacts with a status of NA, have had a follow up conversation to validate why the artifact is not needed for the project.

3. All uploaded artifacts have been reviewed and follow industry best practices for each plan.

4. All uploaded plans align with the project approach and project methodology.

5. Research into CDT portfolio information for the state entity validates the response to outstanding project approval conditions.

6. Are there concerns regarding the successful implementation of this PAL project as a result of the outstanding conditions?

HUMAN RESOURCE MANAGEMENT

1. The organization chart aligns the project management methodology.

2. Project sponsorship is clearly identified.

3. Key project roles are clearly identified.

4. There is a clear separation in the organization chart for oversight and IV&V services.

5. The organization chart follows industry best practices.

6. The narrative addresses the proposed governance framework for the procurement.

7. The narrative addresses experience of the staff tasked with completing the procurement activities.

8. The proposed procurement staff align to the organizational chart and to the attached project schedule.

9. The narrative identified staff experience using the STP Streamlined Template.

10. Narrative identifies the familiarity of the procurement staff in protest and negotiation activities.

DATA CONVERSION/MIGRATION

1. The Data migration strategy aligns with the response provided in the Road Map update for preferred alternative data management strategy.

2. The data management strategy aligns to the business case, identifies governance practices, identified data management roles and responsibilities including business representation and sponsorship.

3. The data conversion/migration activities identified align to recommended solution and approach.

4. Any responses with an NA, have been followed with a conversion that validates the responses provided.

RISK ASSESSMENT

1. Project Management risk score is provided and aligns to the PM Risk Assessment template results.

2. Project Management template were validated by follow up conversation with the organization.

3. The Risk Registry template follows industry best practices including aligning to the risk management plan, identified fields for risk description, triggers, risk manager, likelihood and impact scores, and disposition.

4. SIMM 45-C is attached.

5. The SIMM 45-C results were validated by additional conversations with the organization.

RECOMMENDED ALTERNATIVE

1. Business functions identified align to the business functions identified in the Discovery and Exploration tabs.

2. Application, Systems and Components, hardware, runtime environment, Service/Device Function. Operating System, System Software align to the identified technology in Recommended Alternative information.

3. System interfaces align to the information provided in the Discovery Continued and Exploration tabs.

4. The Data Center aligns the Recommended Alternative and Alternative Comparison tabs.

5. Security Access and information types align to the Security categorization table provided Discovery Continued tab.

6. The protective measures are appropriate for the level of security identified in the Security Categorization table and the Type of information contained.

7. The data owner is an individual found within the business organization.

8. The data custodian is an individual from the technical organization.

9. Existing capabilities align to the existing system and business processes identified in Discovery and Discovery continued.

10. New capabilities align to the user stories/business requirements and Recommended Alternative.

11. The fiscal year of completion aligns to the FAWs.

12. Start and End dates align to the project schedule and information in the Roadmap Updates.

13. The Planning, Project and M&O costs align to the costs in the FAWs.

14. Funding sources identify specific funds and align to the FAWs.

15. FAWs align to the project schedule for planning, project and M&O.

16. AWs state resources align to the organization chart and Alternative comparison for each of the documented alternatives.

17. FAWs the procurement strategy included specific types of contracts and purchases identified in the Professional Services and Acquisition approach are aligned to the professional services and IT services sections of each alternative.

18. FAWs funding aligns to Cost summary values.

19. FAWs that reference BCPS, align to the values in the BCP for either planning or project.

PROCUREMENT READINESS

1. Conversations were held with the organization to validate the responses to each of the questions.

2. SIMM Section 71 Certification of Compliance is attached if applicable.

EXECUTIVE TRANSMITTAL

1. The Executive transmittal is attached and contains all the appropriate signatures